

Postmark by June 19, 2000:

CDE, Family & Community
Partnerships Office
CalServe Initiative-3rd Floor
721 Capitol Mall
Sacramento, CA 95814

Application for Learning in Deed Models of Institutionalization

Name of Local Education Agency (LEA)

LEA:	County-District Code:	
Name/Title of Fiscal Contact:		
Address:	City:	ZIP:
Telephone: ()	Fax: ()	E-mail and/or Website:

Program Coordinator

Name and Title of Program Coordinator:		
Address:	City:	ZIP:
Telephone: ()	Fax: ()	E-mail address:

List of Partners

Attach a separate page with the following information for each partner, including school districts:
Organization Name, Type of Organization (public sector, private sector, or nonprofit), Contact Person,
Address, Telephone number, and Fax number.

Signatures/Approvals

By signing this page, the applicant certifies that it will agree to perform all actions and support all intentions stated in the General Assurances on page 2 of this application.

District Superintendent or Designee	Superintendent's or Designee's Signature/Date:
Program Coordinator's Name:	Program Coordinator's Signature/Date

GENERAL ASSURANCES (CDE 100A)

The signature of the authorized agent on the AO-400 *Certification of Acceptance of Grant Conditions* form (on reverse) acknowledges that general assurances will be observed.

1. Programs and services shall be in compliance with Title VI and Title VII of the Civil Rights Act of 1964, the California Fair Employment Practices Act, and Chapter 4 (commencing with Section 30) of Division I of Title 5, California Administrative Code. A statement of compliance with Title VI of the Civil Rights Act of 1964 has been filed with the Superintendent of Public Instruction.
2. Programs and services shall be in compliance with Title IX (nondiscrimination on the basis of sex) of the Education Amendments of 1972.
3. Programs and services shall be in compliance with the affirmative action provisions of the Education Amendments of 1972.
4. Program and services shall be in compliance with the Age Discrimination Act of 1975.
5. Programs and services for handicapped persons shall be in compliance with the Education for All Handicapped Children Act of 1975, Section 613(a) and Section 504 of the Rehabilitation Act of 1973.
6. When federal funds are made available, they will be used to supplement, and to the extent practicable, increase the amount of state and local funds that would, in the absence of such federal funds, be made available for the uses specified in the State Plan, and in no case supplant such state or local funds.
7. All state and federal statutes, regulations, program plans, and applications applicable to each program under which federal or state funds are made available through this application will be met by the applicant agency in its administration of each program, and the undersigned is authorized to file these assurances for such applicant agency.
8. The local agency will use fiscal control and fund accounting procedures that will ensure proper disbursement of, and accounting for, state and federal funds paid to that agency under each program.
9. The public agency shall make reports available to the state agency or board and to the Superintendent of Public Instruction as may be reasonable and necessary to enable the state agency or board and the Superintendent to perform their duties and will maintain such records and provide access to those records as the state agency or board or the Secretary deem necessary. Such records shall include, but not be limited to, records which fully disclose the amount and disposition by the recipient of those funds, the total cost of the activity for which the funds are used, and share of that cost provided from other sources, and such other records as will facilitate an effective audit. The recipient shall maintain such records for five years after the completion of the activities for which the funds are used.
10. Any application, evaluation, periodic program plan, or report relating to each program will be made readily available to parents and other members of the general public.
11. Auditable records of each participating school program will be maintained on file at the district office. (T5 3944; CFR.220.56)
12. For LEAs, the district board of trustees has adopted written procedures to ensure prompt response to complaints from parents, members of advisory committees, and members of other groups, within 30 days, and has disseminated these procedures to parent/community groups in the district. (T5 3951)
13. Any funds under any applicable program which are available for obligation and expenditure in the year succeeding the fiscal year for which they were appropriated shall be obligated and expended in accordance with:
 - (A) The federal statutory and regulatory provisions relating to such program which are in effect for such succeeding fiscal year, and
 - (B) Any program plan or application submitted by such educational agencies or institutions for such program for such succeeding fiscal year.

"Obligations" are the amounts of orders placed, contracts and subgrants awarded, services received, and similar transactions during a given period, which will require payment during the same or future period.

Kellogg Learning In Deed Models of Institutionalization, 2000-2002 Grant Application Overview and Guidelines

Purpose

In 1999 CalServe was awarded a four-year State Demonstration Project grant for the Learning in Deed (LID) Initiative from the W. K. Kellogg Foundation. A key element of CalServe's LID project is to fund Models of Institutionalization in at least five, and perhaps as many as ten, of CalServe's sustainable partnerships.

To help the CDE identify essential elements that permit service-learning to be infused into the district's policies and the schools' teaching and learning in collaboration with the community partners, LID Models will be selected from among CalServe's Sustainable Partnerships that will be going off CalServe funding after September 2000.

Applications for LID Models of Institutionalization must document district policies and practices to illustrate that service-learning is fully or nearly incorporated as an instructional methodology districtwide. Districts that apply to be LID models must be willing to make presentations at state and regional conferences, respond to requests from the LID evaluators, and host staff from visiting districts.

Funding Overview

During school years 2000 and 2001, CalServe will provide \$20,000 each year to support the service-learning efforts of the LID District Models of Institutionalization. It is currently estimated that approximately 5-10 districts will be funded. The grant period for each year is from September 1 to August 31. Models will be required to provide a minimum of 100 percent local matching funds for all LID CalServe funding.

LID grant funds may not be spent for equipment and/or capital expenditures. Adequate funding should be budgeted to support travel and participation in statewide service-learning events such as CalServe Coordinator meetings and the California United In Service Conference.

Time line for Submission and Award

Proposals must be postmarked by June 19, 2000. Applications will be reviewed and awards will be announced on or before June 30, 2000.

Selection Criteria

A scoring rubric is attached. In addition to reviewing the written proposals, CDE will also consider the following criteria: geographic distribution of models and community type: urban, suburban, rural.

Program Narrative

Applicants must submit a narrative, not to exceed ten double-spaced pages, that describes existing policies and practices that the district has in place to promote the institutionalization of service-learning, plans for future policies and practices, and how those policies and practices will result in complete institutionalization of service-learning by August 31, 2002.

Note: The 1998 RPP evaluation of CalServe programs assessed the relationship of service-learning implementation to the spread of service-learning within schools in areas such as teacher control with active principal support, high-quality professional development, actively involved program coordinators, supportive school climates and active community partners. The executive summary is enclosed.

In developing the program narrative, please address the district's level of implementation in terms of policy and practice related to, but not limited to, the following topics.

Policy

- School Board policies related to service-learning
- Promoting civic responsibility through the service-learning partnership
- Linkages to existing district goals
- Joint planning opportunities for service-learning and other educational programs
- Benchmarks the district will adopt to evaluate progress toward implementation
- Effects of institutionalization on students, teachers, and schools
- Implementation of the recommendations from the Report of the Superintendent's Service-Learning Task Force

Practice (Teaching and Learning)

- The breadth and depth of implementation of current service-learning instructional strategies
- District efforts to support teaching and learning by linking service with standards-based curriculum content
- Partnership's commitment to the federal definition of service-learning
- Meeting real community needs

Capacity (Leadership and Partnership)

- Strong leadership capacity to coordinate the partnership and support institutionalization
- The role of service-learning in comprehensive plans for professional development
- Linkages with institutions of higher education
- Community organizations and public agencies committed to the partnership

Application Review Process

Representatives from CalServe's statewide partners and local partnerships will serve as application reviewers. Each application will be read and scored by two readers, using the attached rubric as the basis of scoring. Each reader will score the application independently. The two readers then discuss the application and jointly write comments, based on the attached rubric.

Appeals Procedure

Applicants who wish to appeal the grant award decision regarding their application must submit a letter of appeal to the California Department of Education, Family and Community Partnerships Office, 721 Capitol Mall, 5th floor, Sacramento, CA 95814. **The letter of appeal, with an original signature by the district or county superintendent who signed the application, must be postmarked or received by June 19, 2000.**

Appeals shall be limited to the grounds that CDE failed to apply correctly the standards for reviewing the applications or the grant award process as specified in this RFA. The appealing applicant(s) must file a full and complete written appeal, including the issue(s) in dispute, the legal authority or other basis for the appeal position, and the remedy sought. Incomplete or late appeals which only refute the readers' comments which are provided for technical assistance will not be considered.

The application will be re-evaluated by California Department of Education staff or designees. The final decision will be made in writing by the Deputy Superintendent of Public Instruction of the Child, Youth and Family Services Branch by July 17, 2000. Her decision shall be the final administrative action afforded the appeal.

Reporting Requirements

Funded applicants will be expected to comply with state reporting needs and submit a end-of-year financial and program report.

Local Evaluation and State Evaluation

Models of Institutionalization will be required to contribute to the Learning In Deed evaluation process being developed by Alan Melchior and Larry Bailis from Brandeis University. They will work with LID Models to set up a data collection process to track and assess the activities and outcomes of the LID initiative at the state, district, school, and classroom levels. The evaluation process will document the kinds of changes in policy and practice that support the institutionalization of high quality service-learning in school districts.

Completing a Grant Application For LID Models of Institutionalization

Letter of Intent: LEAs interested in submitting grant applications were asked to submit an **Intent to Apply** by May 5, 2000. A statement of intent is not a binding agreement but will assist the CDE in planning the application review process. All sustainable CalServe partnerships that will be going off funding after September 2000 will be eligible for LID Models of Institutionalization funding.

Application Due Date: One original and three copies of the applications must be postmarked no later than June 19, 2000. **E-mail and fax copies will NOT be accepted.**

Where to submit applications: Applications must be mailed to:

California Department of Education
Family and Community Partnerships Office
721 Capitol Mall, 3rd Floor
Sacramento, CA 95814

Length Limitation: Applicants must limit the Program Narrative section of the grant application to 10 single-sided, *double-spaced* pages, and include all pages required in the RFA and summarized on the "Checklist" on page 8 of this RFA.

Font and Page Format: Applications must be on 8-1/2" by 11" double-spaced pages, with 1-inch margins. Please use a 12-point font that does not exceed 6 lines per inch.

Number of Copies Required: Applicants should provide a signed original and three copies reproduced on 8-1/2" by 11" white paper. The application and attachments should be stapled together for submission. Please do not use binders, covers, flat folders, sleeves, or cover letters.

List of Partners. Attach a separate page with the following information for each partner, including school districts: Organization Name, Type of Organization (public sector, private sector, or nonprofit), Contact Person, Address, Telephone, and FAX number.

Cost of Preparing Application: The costs for preparing and delivering an application shall be the sole responsibility of the applicant.

Attachments: Please attach any school board policies related to service-learning and memoranda of understanding with other partners that indicate how they will assist in service-learning institutionalization.

Budget Page

Kellogg Learning In Deed Models of Institutionalization, 2000-2001

On the budget below, indicate expenditures in categories and include a one-page narrative that further details how these funds will be used and the source of match from the LEA and other organizations.

LID Models of Institutionalization must show a minimum of dollar-for-dollar local matching funds.

Budget Items/Brief description	LID Grant Funds 10/00 - 9/01	Local Matching Funds	Total Program Budget
1000. Certificated Salaries			
2000. Classified Salaries			
3000. Employee Benefits			
4000. Books and Supplies			
5000. Services, including Consultants, Travel and Conferences, and Other Operation Expenditures			
7310. Administration—Indirect Cost (approved district indirect rate)			
Other			
Total Program Costs →			

**Checklist of Grant Application
for LID Models of Institutionalization**

(Not necessary to submit)

- ☐ Cover page with name of LEA, program coordinator and signature/approvals
- ☐ Maximum of ten double-spaced pages of program narrative
- ☐ List of partners, including organization name, type of organizations (public sector, private sector, nonprofit), contact person, address, telephone number and FAX number.
- ☐ Budget Page
- ☐ Budget Page Narrative (No more than one page)
- ☐ Attachments, including school board policies related to service-learning and memoranda of understanding with other partners which indicate how they will assist in service-learning institutionalization.